

Stanhope Secondary School



First Aid, Medical Needs and illness Policy and Procedures

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Purpose

This policy sets out how we at Stanhope Secondary School deliver First Aid and the roles and responsibilities of all staff in administering First Aid.

The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the School is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when students arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.

Awareness of Medical Needs

- On our School's enrolment Form, Parents are requested to inform the school of any medical condition or allergy from which their student may suffer.
- Relevant information is retained in the office
- It is the Parent's responsibility to notify the School of any changes in existing medical conditions.
- Any medical conditions or allergies will be added to the student's profile in the office and on VSWare and it is the responsibility of the Teacher to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication etc in the front office.
- Any changes or additions to a student's medical condition must be given to the School Secretary and passed onto Teachers as soon as they are known. This is especially important when students with medical conditions join the school within the academic year.
- Staff's attention will be drawn towards any student with medical conditions and a reminder will be posted on VSWare/teams
- A file containing all class lists in the school and medical conditions relating to particular students will be held on the school office and is available to Substitute teachers.
- Students with a serious medical condition (such as allergies requiring epi-pen administration) will have their photographs displayed in the staff room, so that staff can become familiar with them.

Illness at School

- If a student is taken ill whilst in the classroom, the Teacher will assess the condition of the student and if they feel that the student needs to go home they will send the student down to the office with another student.
- The student will be assessed and parents contacted – it is the responsibility of the parent to decide if the student needs to go home or get further medical attention/assessment. If the parent cannot be contacted, the other contact as prioritised by the parent on the data collection sheet will be attempted to be contacted.
- If a Parent cannot be contacted, a voice mail message will be left, if that facility is available on their phone.
- In the event of not being able to contact a parent, an ambulance may be called.

Administration of Medicines

- Our school does not administer medicines to students, except for emergency use of a EPI-Pen

Dealing with Common Illnesses and Infections

- Any student who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any student who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours.
- It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their student to school.
- If a student is found to have live head lice, their Parents will be informed by the school office. All of the other student's in that class will be given a standard letter from the HSE 'Infection in Schools' manual to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- The Parents of any student suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the student. If it is minor, they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections.

First Aid

- If a student suffers an injury, it will be assessed by the adult nearest to the student.
- All adults will be expected to deal with all instances of minor first aid.
- After assessment by the nearest adult, should it be deemed necessary the student may be brought to the office for further attention.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned by a cotton pad and water.
- Hypoallergenic plasters to be used where bleeding hasn't stopped from applying pressure with cotton pad and to keep the wound clean from infection.
- An ice-pack or cold object may be applied in the event of a head bump.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the student following an injury, they must call 999/112.
- Students will only be taken to hospital by ambulance or directly by their Parents.
- Staff will not transport students to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- After School Clubs will follow the same First Aid procedures.
- First Aid Boxes Located – School Office, Home-economics rooms, Science labs, SEN room and PE hall.

Informing Parents and Logging Injuries

- Parents will be informed of injuries through note in Homework Journal.
- Where the student is very distressed or the injury is significant, Parents will be informed by phone, usually by the School Secretary or Year Head.
- It is the responsibility of the attending adult to decide what is a "significant injury." They will make a common sense judgement as any responsible Parent would, and take into account the specific needs of the student concerned.
- It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the Parent.
- All injuries, however insignificant, must be recorded in the Incident Book.
- When informing Parents by phone, Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Secretary has not been able to speak directly to Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary. If no contact is made an ambulance may be called.

Provision for First Aid

- First Aid kits must be carried by the Teacher/supervising adult whenever they take students off site.
- All of the medical supplies will be monitored and replenished as necessary. All Staff are responsible for alerting the school office if they become aware that a particular First Aid Kit requires re-supplying.